



AMERICAN EMBASSY BUENOS AIRES JOB OPPORTUNITY ANNOUNCEMENT

10/04/04

Position Title:	Visa Clerk	Announcement No:	79/04
Level of Position:	FSN-07 Hiring level:FSN-6 or 7 (depending on qualifications) or its equivalent FP-07 or 8 (to be confirmed by Washington)	Opening Date:	10/04/04
Work Schedule	40 hours per week	Closing Date:	10/18/04
		Agency/Office:	CONS Section

Eligibility: AFMs, U.S. Citizen Residents in Argentina and Foreign Nationals

Duties and Responsibilities:

Processes nonimmigrant visas.

This includes the following:

- Receives and screens NIV applications and supporting documents for completeness.
- Recommends visa classification and validity for approval by consular officers.
- Enters data into automated consular systems. Captures data and images and prints nonimmigrant machine-readable visas.
- Reviews application forms and visas for completeness and accuracy.
- Performs general clerical and other duties appropriate to grade and responsibilities as determined by the supervisor

Required Skills, Knowledge and Abilities:

- Completion of secondary school is required. At least one year of university or business school education desirable.
- At least two years of related job experience.
- Fluent English (level IV) and Spanish (level IV) are required.
- Computer skills are required.
- Good interpersonal skills, and ability to deal with the public under pressure.

Selection Process:

- EFM and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Applicants must be eligible for appointment under host government laws and regulations.
- Current employees serving the one-year probationary period are not eligible to apply, as stated in the LES/FSN.
- EFM's who are currently employed under a PIT/FMA must work for 90 calendar days in that position before being able to apply for newly advertised position.
- After an initial application screening, the best-qualified applicants will be invited to an oral interview and an evaluation.

To Apply:

Interested candidates for this position should submit the following:

- Application for Federal Employment (OF-612); or
- Current resume or curriculum vitae.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirement of the position.

Submit Application to:

- Via e-mail to: (buenosaires-rrhh@state.gov)
- Via fax to: 5777-4201, Attention Human Resources Office
- Regular mail to: Office of Human Resources, Colombia 4300, 1425 Capital Federal, Argentina
Via e-mail to: (buenosaires-rrhh@state.gov)